

Meeting Minutes for  
MINERvA Working Group Meeting (WGM)  
Thursday, June 30, 2005  
10 am Snakepit

Action Items:

- 1) Find out if Mike P. is doing the "Justification of Mission Need Document" (Kevin)
- 2) Someone verify that MINERvA does not need a NuSAG review?
- 3) Dean to send Nancy/Debbie/Ron BTeV Acquisition Strategy Document.
- 4) List purchases of ~\$100K or more as a start to the acquisition strategy plan (Debbie, Nancy, Ron)
- 5) Find out who in FSO is to be assigned to MINERvA (Dean & Ed)
- 6) Dave to work on PMP/PEP for possible discussion at the next meeting.
- 7) Dave to contact Jeff Simms for FESS general PEP.
- 8) Ed & Dean to give an update at the next meeting as to what they have learned from Dr. Byon-Wagner visit.
- 9) MINERvA project management to present a possible funding proposal with DOE MINERvA MIE funding under \$5M (before Dr. Byon-Wagner's visit) to Mont.
- 10) Ed to schedule next meeting for July 13, 1:30 pm Snakepit.

Decisions:

- MINERvA will use the present CDR as its CDR and write a TDR with the updates to the CDR.

Attendees:

Ed Temple, Dean Hoffer, Jorge Morfin, Kevin McFarland, Nancy Grossman, Dave Boehnlein, Debbie Harris

- 1) Discussion in Response to Grossman Questions / Items
  - a. Do we need a Justification on Mission Need Document and a NuSAG review?  
Kevin thinks that Mike Procario is working on or has done the "Justification of Mission Need Document". The thought is also that we do not need a NuSAG review, but this has not been verified.
  - b. Information on what is needed in the Acquisition Strategy Document.  
Excerpts from DOE M 413.3 pgs 5-8 through 5-14.  
Dean will send Nancy/Debbie/Ron BTeV Acquisition Strategy Document.  
Kevin suggests looking at vendor purchases ~\$100K and over and list them as a first pass.
  - c. What are the specific NEPA and Approved Safety Documents (PSAD?, HA? and??) Do these, but with heavy reference to MINOS Near Detector documentation (Nancy is an excellent source here).  
Dave B. has spoken to ES&H Section and it is thought MINERvA does not need and EA, but will get a CX (Categorical Exclusion). He has the form and will start work on it.
  - d. Rough PEP and perhaps the updated PMP.

Dave B. has a PEP template and is working on incorporating comments into the PMP. MINERvA needs a FSO person to be assigned to it and Dave should work with this person on the PEP. Dave might benefit from looking at the FESS general PEP (contact Jeff Sims for this).

- 2) Timelines for MINERvA as O(\$10M) project.  
Discussion of what drives the dates on the timeline. 8 weeks needed for EIR review (if we need one, not clear if we do) and then several weeks of discussion of EIR review results, then can get AE Approval of CD-1/2/3. Need ~6 weeks between Director's Review and DOE Review for CD-1/2/3 in order to respond to comments and prepare for the DOE review.
- 3) Status / thinking with regard to NSF Funding. (McFarland / Morfin)  
Kevin: originally asked for \$2 million to construct inner detector planes. In April we were given the message that this level of funding was unlikely, so look in to breaking down between R&D and Construction. This was done. Recently it was stated perhaps a bit more clearly that ~\$500K was more realistic and Mike Procaro was given a "formal" breakdown showing R&D costs/tasks for \$500k for the inner detector plane work. Have not heard anything else. If we get the money (~\$500K), it would not be until just before FY06. If we then apply for NSF funding for the construction work, we would most likely not get that money, assuming we were successful, until the summer of FY06. This makes planning work/budget difficult since it is so late.
- 4) Dr. Byon-Wagner visit to Fermilab week of July 11 to discuss what is needed for potential Fermilab projects.  
Project Dr. Byon-Wagoner will discuss are NOvA, MINERvA, and Proton Driver and overall Lab Plan. We may get a better idea after this visit as to what requirements there will be for MINERvA. It appears that the program office is starting to take the lead on the CD-0 documentation, rather than the projects.
- 5) Potential for getting DOE MINERvA MIE funding under \$5M  
Removing R&D costs only gets the TPC to ~\$7.5M and removing parts of the detector is not sensible. But, getting below \$5M may be possible using a scenario as in the VERITAS (pg. 11 of handout) with the \$5M being FNAL work and University work funded in other manners. MINERvA management would still need to manage the FNAL and University work and report on both, perhaps in separate reports to DOE (\$5M) and FNAL Management (entire Project). Would want to be comfortably below \$5M so as not to go over that due to Change Requests. Not having all the funding go through FNAL might make managing the project harder.  
Discussion at end of meeting: we could try to separate out any sensible stand-alone piece whose total is less than \$5M. Should not be an artificial or arbitrary-sounding division. For example asking for an MIE to only pay for the detector stand, installation, and coil might be artificial, but paying for all of the major components of the detector might not be.
- 6) Likely "requirements for 'project' well under \$5M." See Feb 26, 2002 letter Monhart to Witherell "Implementation Guidance of DOE Order 413.3 for Accelerator Improvement and General Plant Projects."

See page 12 of handout for OS Project Decision/Approval Matrix. FDP is thought to be FSO person assigned to MINERvA or FSO Director.

- a. DOE Fermi Site Office (FSO) Quarterly Review  
This might be done through PMGs.
  - b. Conceptual Design Report and Technical Design Report  
MINERvA has a CDR and it might make sense to simply write the TDR now, rather than update the CDR and write the TDR. MINERvA project people agreed with this.
  - c. Project Execution Plan / Project Management Plan  
Could use a more generic PEP for MINERvA, perhaps more like FESS's PEP. Level of detail in PMP defined by the level of detail FNAL and MINERvA project management are comfortable with. Present PMP seems a reasonable approach.
  - d. Resource Loaded Schedule
  - e. Fermilab Project Management Group Meeting (PMG) including technical, cost and schedule reporting.  
MINERvA would report to DOE on MIE \$5M and to FNAL on whole projects. MINERvA PM to manage entire project.
  - f. "Single" CD-0,1,2,3 Approval by DOE / FSO  
Key here is the approval is at the level of DOE/FSO.
- 7) Timelines for MINERvA at less than \$5M  
Many fewer requirements! See last pages of slides.